

## BROWN COUNTY REGIONAL SEWER DISTRICT

### Minutes of Board Meeting: April 11, 2023

**Meeting Location:** Helmsburg Fire Station.

**Call to Order:** President Mike Leggins called the meeting to order at approximately 6:10 p.m. Board members Mike Leggins, Clint Studabaker, Matt Hanlon and Richard Hall were present, along with Phil LeBlanc electronically. In addition, other interested persons were present.

**Review of Prior Minutes:** After brief discussion, a motion and second, the Minutes of the Board's meeting held on March 14, 2023 were unanimously approved.

**Treasurer's Report:** Treasurer Phil LeBlanc, with assistance from Clint Stuabaker, gave the Treasurer's Report based upon the most recent bank statement (previously distributed to Board members). An invoice from B-L-N Engineering (\$49,042.44) was presented, which Clint Studabaker stated he had reviewed and approved. After discussion, the Treasurer's Report and the B-L-N invoice (to be paid by County Auditor) were approved after a motion, second and unanimous vote.

#### **Current Matters:**

- As part of the Treasurer's presentation, it was agreed that Mike Leggins, President of the Board, will be listed as the contact person for the SAM application (in lieu of Ladd Engineering). (A letter authorizing Mike to act will be prepared and submitted.)
- Also, as part of the Treasurer's presentation, Phil LeBlanc stated that he will handle the standard audit inquiry from the State Board of Accounts (for 2019 – present).
- Matt Hanlon provided a brief report regarding the website. He advised that he is using host use links for videos.
- After brief discussion, it was again agreed that the Board should advertise the existence of its website in community newspapers and also promote the website using social media.
- Clint Studabaker reported that the Board's PER, AMP and rate study were timely submitted to the proper governmental agencies. Also, he advised that Helmsburg Regional Sewer District (HRSD) was able to timely submit its PERs, AMPs and rate studies, too.

- Kevin Allen of B-L-N provided a brief engineering report regarding timing matters and required approvals. He stated that PER comments and clarification requests from the governmental agencies are likely to be received within 30-60 days. After discussion, a motion and second, it was unanimously agreed that Clint Studabaker shall serve as the Board's authorized representative/Administrator before the governmental agencies.
- Clint Studabaker and Kevin Allen of B-L-N stated that they would start the planning process for public information meeting(s).
- Matt Hanlon advised that he is attempting to present a summary of the Board's recent activities to the Brown County County Council (BCCC) but, to date, he has not been included on any BCCC meeting agenda.
- Clint Studabaker advised that the next joint meeting with the Helmsburg Regional Sewer District (HRSD) is scheduled for 6:00 p.m. on April 25, 2023 at the Brown County Community Foundation office. It was agreed that Clint will meet with B-L-N representatives to prepare an agenda for the meeting.
- It was agreed that Clint Studabaker and Richard Hall will work with the Board's outside legal counsel regarding the following: Board resolutions approving the PER and the asset management plan, handling contracts, agreements and particulars in connection with the corridor project, including an interlocal agreement with HRSD, drafting a new set of Bylaws, obtaining directors & officers liability insurance coverages, negotiating a Municipal Advisor Agreement, preparation for public hearings and consultation with HRSD's legal counsel, as appropriate.

**Adjournment:** Upon a motion to adjourn made and seconded, President Mike Leggins adjourned the Board meeting at approximately 6:50 p.m.